



# *Job Opportunity*

## *California State Lands Commission*

*The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.*

April 17, 2006

**OFFICE ASSISTANT (TYPING)**  
**Range A \$2003-\$2435 per month**  
**Range B \$2172-\$2641 per month**  
**OR**  
**OFFICE TECHNICIAN (TYPING)**  
**\$2510 – 3050 per month**

**One position available - will consider filling it at either level**

Under the general supervision of the Southern California Field Office Supervisor and the leadership of the Management Service Technician (MST), the incumbent will follow the principles outlined in the vision, mission and values statements of the California State Lands Commission, the Marine Facilities Division (MFD) and the Southern California field Office (SCFO). The incumbent will also demonstrate an understanding of organizational goals and priorities and fully comply with administrative policies, regulations and procedures when performing job duties. This position requires willing acceptance of work assignments, adherence to proper instructions, application of technical knowledge, and skills needed to produce a product or service of superior quality in a timely and responsive manner. The incumbent will emphasize production quality and work toward the long-term benefit of the public health and safety, and the environment. Specifically the incumbent will perform, but is not limited to the duties listed below:

### **DUTIES AND RESPONSIBILITIES:**

- Direct calls and visitors to appropriate staff and provide general information to the public;
- Open, stamp and distribute mail;
- Process outgoing mail;
- Provide assistance with proper drafting and completion of routine correspondence, reports, and other documents;
- Maintain general files;
- Maintain a working filing and follow-up system for the facilities, monitoring reports, personnel information, spills and other items as required;
- Assist the MST in developing and maintaining Field Office input to the Marine Facilities Division Headquarters Data Base Management System;
- Perform data entry, evaluate and recommend improvements to the system, and retrieve and prepare information and reports as directed.
- Maintain SCFO records on training, inventory, equipment and budget as required;
- Make necessary travel and other reservations as required;
- Provide updates and follow-up for the Master Mailing List as needed;

- Assist the MST in research, documentation and completion of purchase requisition forms in support of SCFO operations, and track the progress of requests through the purchasing process;
- General responsibility for upkeep and maintenance of office equipment;
- Attend and keep minutes of meetings as required;
- Develop written procedures, flowcharts, etc. as required by the MST.

**DESIRABLE QUALIFICATIONS:**

- Exercise a high degree of initiative, independence and originality in the performance of assigned tasks;
- Emphasize good judgment regarding prioritization of work backlog;
- Good communication skills and ability to interact professionally with staff and the public;
- Familiarity with personal computers – Microsoft Office Systems, Novell Groupwise Network Software and Access;
- Good attendance and dependability;

**POSITION LOCATION:**

200 Oceangate, Suite 900  
Long Beach, CA 90802

**HOW TO APPLY:**

Submit resume & standard State application to:

**California State Lands Commission**  
**Attn: Personnel**  
**100 Howe Avenue, Suite 100-South**  
**Sacramento, CA 95825-8202**

**Telephone: (916) 574-2503      FAX (916) 574-1915**

**Final Filing Date: Monday, May 1, 2006**

**WHO MAY APPLY:**

**State employees** with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

**Former State employees** with reinstatement eligibility or employment list eligibility

**Non-State employees** who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.